

ATI Product Accessibility Statement Recommendations

# Purpose of Accessibility Statements

An Accessibility Statement is an important component in an organization’s overall accessibility strategy. An effective Accessibility Statement includes several key components including:

* A clear statement of commitment to ensuring equal access for all users.
* A summary of the overall level of compliance with accessible technology standards.
* Support Documentation and Services ([Section 508 2017 601-603](https://www.federalregister.gov/documents/2017/01/18/2017-00395/information-and-communication-technology-ict-standards-and-guidelines#h-174)) Information for users with disabilities regarding product accessibility features and barriers.
* A mechanism to allows users to provide accessibility feedback.

The *Key Components* section of this document describes each of these components in more detail and provides specific examples and recommendations that clarify the role and importance of each component.

# Key Components

## Commitment Statement

* Emphasize your commitment to ensuring universal access to your IT product/service.
* Note ongoing efforts to monitor for and remediate accessibility issues as they are identified.

## Compliance Status

* State the level of accessibility compliance of the product or webpage, e.g. WCAG A, AA, AAA and 508.
* List any third-party agencies with whom you have worked to evaluate accessibility support.
* Describe formal testing processes to determine accessibility conformance.
* Provide an accessibility roadmap which includes a timeline for resolving existing product accessibility barriers.

## Product Usage Information for Users with Disabilities

* Describe any accessibility features that may improve accessibility for users with disabilities.
* Describe any accessibility barriers along with suggested interim workarounds.

## Feedback Mechanism

* Indicate whether you have specific resources devoted to handling accessibility questions/concerns and provide the contact information for these resources.
* Provide a specific mechanism for users to:
  + Request accessibility-related assistance or alternatve format for support document
  + Report accessibility problems

# Implementation Recommendations

## Ensure that the Accessibility Statement is Easy to Locate.

* Examples
  + Help Menu
  + Footer
  + Header

## Keep the Information in the Accessibility Statement Current.

* IT accessibility support changes over time due to product updates, accessibility evaluations, and remediation activities, regularly review and update the Accessibility Statement so it remains up-to-date.
* Include a revision date for the Accessibility Statement so end users know whether the info is current.

Direct any questions or comments regarding this template to the ATI staff at [ati@calstate.edu](mailto:ati@calstate.edu).